

TRANSCRIBER COVER SHEET

Instructions: Please complete this cover sheet, RFQ and all forms in this application packet and read the Statement of Work and Terms and Conditions, then complete the certification below. Submit all forms with this cover sheet to sandy_nunes@cand.uscourts.gov. Must be received by 7/8/23 at 4:00 pm. Followed by a hard copy with original signatures mailed to USDC, 450 Golden Gate Ave, 16-1120, Attn: Sandy Nunes, San Francisco, CA 94102.

My Information:

Name:	Contact name (if different):
Street address:	Email:
City, state, zip:	Phone:
<p>I hold the following certifications: <input type="checkbox"/> RPR <input type="checkbox"/> CSR <input type="checkbox"/> CCR <input type="checkbox"/> RMR.</p> <p>For NCRA/NVRA Certificate, provide Title, Registration Number & Date Received:</p> <p>For Other Certification provide name of grantor and city, state, for which conferred:</p>	

Certification:

I hereby certify that I have reviewed the following documents provided to the public in support of Solicitation No.

By initialing each item and signing below, I certify that I understand and accept the terms and conditions of work set forth in these documents:

Initial each item:

- _____ Statement of Work, including minimum qualifications
- _____ Terms and Conditions
- _____ Court's RFQ

DATE:

SIGNATURE:

TRANSCRIBER TERMS AND CONDITIONS

1. Extent of Obligation

The Court is obligated under this solicitation only to the extent of calls or emails placed by authorized individuals against this agreement. The Transcriber (referred to herein as "Contractor") is cautioned that performing services for the US District Court in response to calls or emails from anyone other than those authorized by the solicitation may result in delay or denial of payment for that unauthorized call.

2. Individuals Authorized to Place Calls/Orders and Dollar Limitations for court paid transcripts.

The individuals authorized to place calls/orders under this Agreement are as follows:

SF Court Reporter Supervisor,

SF Director of Courtroom Operations,

SJ Divisional Office Manager,

SJ Divisional Office Supervisor, Oak

Divisional Office Manager, and Oak

Divisional Office Supervisor.

3. Security Clearance Requirements

Contractors performing work under this solicitation may be subject to background checks which may include: fingerprint criminal history check; credit check, name check of FBI record, and/or tax check of IRS record for the last three years.

4. Handling Sealed Materials and Confidential Data

(a) The Contractor must at all times ensure the security of court records in their possession.

Sealed transcripts are assigned to CAND court reporters.

(b) The Government and Contractor agree that neither expects the performance under this contract to involve reporting or handling of classified information or materials. Either party shall notify the other promptly in writing if the expectation of that party changes, and shall include in the notice reasons therefore. If there are sealed records, in camera proceedings or grand jury matters, the Contractor shall consult with the Court Reporter Supervisor and/or the Contracting Officer as to the proper safeguarding, security, and secrecy of the original notes and transcript orders.

(c) The Court Reporter Supervisor and/or the Contracting Officer will advise the Contractor whenever the Government places a Reporting Services Order for a proceeding which will require the reporting of classified information or materials. The Contractor shall have the right to decline to provide a Reporter, in which event such services shall be outside the scope of this contract.

(d) The Contractor shall hold inviolate and in strictest confidence any and all information of an official nature not for inclusion in the transcript, any information which the Presiding Judicial Official designates as "off the record" and all classified information and material.

- (e) The Contractor shall classify, safeguard, and otherwise act with respect to all classified information and material in accordance with applicable law and requirements of the Contracting Officer. The Contractor shall not permit any individual to have or gain access to the classified information or material without written permission of the Contracting Officer, except as access may be necessary for authorized employees of the Contractor to perform transcription services under this contract.
- (f) Notwithstanding any other provision of this contract, the Contractor may deliver transcript containing classified material or information only to the Government. The Contractor shall never sell or deliver such transcript to a private person without the express written permission of the Contracting Officer. Notwithstanding any other provision of this contract, the Contractor shall never keep a copy of a transcript containing classified material or information after the delivery of the original transcript to the Contracting Officer and/or the Clerk of Court.

5. B-5 Clauses Incorporated by Reference.

This solicitation incorporates the following clauses by reference, with the same force and effect as if it were given in full text. Upon request, the contracting officer will make the full text available. The full text of the referenced clauses may be accessed electronically at the following web address: <http://www.uscourts.gov/procurement.aspx>.

Clause	Title	Date
1-1	Employment by the Government	JAN 2003
1-5	Conflict of Interest	AUG 2004
1-10	Gratuities or Gifts	JAN 2010
2-65	Key Personnel	APR 2013
3-3	Provisions, Clauses, Terms & Conditions – Small Purchases	JUN 2014
3-25	Protecting the Judiciary's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	MAR 2019
3-45	Anti-Kickback Procedures	JUN 2012
3-160	Service Contract Act of 1965, As Amended	MAR 2019
3-175	Fair Labor Standards Act and Service Contract Act-Price Adjustment (Multi-Year and Option Contracts)	MAR 2019
3-205	Protest After Award	JAN 2003
4-20	Requirements	APR 2013
6-40	Federal, State, and Local Taxes	JAN 2003
7-5	Contracting Officer's Representative	APR 2013
7-20	Security Requirements	APR 2013
7-25	Indemnification	AUG 2004
7-30	Public Use of the Name of the Federal Judiciary	JUN 2014
7-35	Disclosure or Use of Information	APR 2013
7-40	Judiciary – Contractor Relationship	JAN 2003
7-85	Examination of Records	JAN 2003
7-110	Bankruptcy	JAN 2003
7-130	Interest (Prompt Payment)	JAN 2003
7-135	Payments	APR 2013
7-140	Discounts for Prompt Payment	JAN 2003
7-145	Government Purchase Card	JAN 2003
7-150	Extras	JAN 2003
7-185	Changes	APR 2013

7-205	Payment for Judiciary Holidays	APR 2013
7-210	Payment for Emergency Closures	APR 2013
7-223	Termination for the Convenience of the Judiciary (Short Form)	AUG 2004
7-230	Termination for Default – Fixed-Price Products and Services	JAN 2003
7-235	Disputes	JAN 2003

TRANSCRIBER BUSINESS INFORMATION

If you are not registered in the System for Award Management (www.sam.gov), you must complete and return this form.

Taxpayer Identification Number (TIN)¹

"Taxpayer Identification (TIN)" means the number you will use in reporting income tax and other returns to the Internal Revenue Service (IRS). The TIN may be either a social security number or an employer identification number.

- ☐ My TIN is
- ☐ I have applied for a TIN and will provide it as soon as I receive it.

Type of Organization*

- ☐ Sole proprietorship
- ☐ Partnership
- ☐ Corporate entity (not tax-exempt)
- ☐ Other [specify]

Contractor Representations

I represent as part of my application that my business is ☐ is not ☐ 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- ☐ Women Owned Business
- ☐ Minority Owned Business (if selected, then one sub-type is required)
 - ☐ Black American
 - ☐ Hispanic American
 - ☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
 - ☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
 - ☐ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
- ☐ Individual/concern, other than one of the preceding (specify):

By signing below, I certify that the above information is complete and correct, and I understand that the provision of incorrect or incomplete information can be grounds for revocation of any contract that might result from my application.

NAME:

DATE:

SIGNATURE:

¹¹¹ The TIN and type of organization information to comply with debt collection requirements of 31 U.S.C. §§ 7701(c) and 3325(d), reporting requirements of 26 U.S.C. §§ 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, your failure or refusal to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

The TIN may be used by the government to collect and report on any delinquent amounts arising out of your relationship with the government (31 U.S.C. § 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of your TIN.

TRANSCRIBER REFERENCES

We require at least 3 professional references for whom you performed, within the past 3 years, transcription services similar to those described in the Statement of Work.

NAME:

Reference #1 **Date range of work:**

Reference name (Firm, company, court or individual)

Reference contact information

Name

Email

Telephone #

Contract # (if applicable)

Description of work:

Reference #2 **Date range of work:**

Reference name: (Firm, company, court or individual)

Reference contact information:

Name

Email

Telephone #

Contract #: (if applicable)

Description of work:

Reference #3 **Date range of work:**

Reference name: (Firm, company, court or individual)

Reference contact information:

Name

Email

Telephone #

Contract #: (if applicable)

Description of work:

TRANSCRIBERS AUTHORIZED TO WORK UNDER CONTRACT

The following reporters are authorized to provide services under this contract:

Any additions/substitutions to the above list shall be subject to approval of the Contracting Officer.

Clause 2-65, Key Personnel

(a) Key Personnel (APR 2013)

(b) Individuals identified in attachment J.2 as key personnel and accepted for this contract are expected to remain dedicated to this contract. However, in the event that it becomes necessary for the contractor to replace any of the individuals designated as key personnel, the contractor shall request such substitutions in accordance with this clause. Substitution of key personnel will be considered under the following circumstances only:

- (1) All substitutes shall have qualifications at least equal to those of the person being replaced.
- (2) All appointments of key personnel shall be approved in writing by the contracting officer, and no substitutions of such personnel shall be made without the advance written approval of the contracting officer.
- (3) Request for substitution of key personnel shall provide a detailed explanation of the circumstances necessitating substitution, a resume of the proposed substitute, and any other information requested by the contracting officer to make a determination as to the appropriateness of the proposed substitute's qualifications. All resumes shall be signed by the proposed substitute and his/her formal (per company accepted organizational chart) direct supervisor or higher authority.
- (4) As a minimum (r as otherwise specified in the solicitation), resumes all include the following information:
 - a) name of person;
 - b) functional responsibility;
 - c) education (including, in reverse chronological order, colleges and/or technical schools attended (with dates), degree(s)/certification(s) received, major field(s) of study, and approximate number of total class hours);
 - d) citizenship status;
 - e) experience including, in reverse chronological order for up to ten years, area(s) or work in which a person is qualified, company and title of position, approximate starting and ending dates (month/year), concise descriptions of experience for each position held including specific experience for each position held including specific experience related to the requirements of this contract; and
 - f) certification that the information contained in the resume is correct and accurate (signature of key person and date signed, and signature of the supervisor or higher authority and date signed will be accepted as certification).

- (5) The contracting officer will promptly notify the contractor in writing of his/her approval or disapproval of all requests for substitution of key personnel. All disapprovals will require re-submission of another proposed substitution within 15 days by the contractor.

REQUEST FOR VENDOR INFORMATION AND TIN CERTIFICATION

Refer to the instructions page for further information on completing this form.

*Note: Typed forms and forms that include a populated Type of Vendor may result in more efficient and precise processing. **For handwritten forms, please see the General Instructions for the list of options for the Type of Vendor, Part 5 - U.S. Tax Classification, and Part 8 - Account Type drop down menus.*****Type of Vendor** **Intern vendors only (effective end date):** **Part 1 Payee Information**Line 1. Payee Name: Line 2. Additional payee information: (if applicable) **Part 2 Business Name (if different from above)****Part 3 Enter only *one* TIN in the appropriate box. The TIN must match the name given in Part 1, Line 1.****EIN:** - **or SSN:** - - **Part 4 SAM UEI # (if applicable)** **Part 5 **Select the appropriate U.S. tax classification for person or entity listed in Part 1, Line 1.****Part 6 Mailing Address (where payments, orders, and IRS 1099 forms, as applicable, will be sent)**Street address: City: State: Zip code: Point of Contact (if different from Part 1, Line 1 above) Name: Phone #: (no dashes) Email address: **Part 7 Additional Address Information (if different from above)**Street address: City: State: Zip code: **Part 8 Electronic Funds Transfer (EFT) Information**Owner(s) name as it appears on bank account: Bank Name: ****Select an Account Type:** **Routing # (9 digits):**

Account Number: (do not include check number)

 Part 9 Certification**Under penalties of perjury, I certify that:**

1. The number shown on this form is my correct taxpayer identification number; and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined in the instructions).

The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Signature: _____

Date: *Sensitive information must be securely maintained and only visible to designated staff.*

General Instructions

Purpose of the AO 213: The Judiciary utilizes the AO 213 to collect information necessary to facilitate payment. For many payments, the Judiciary is required to file an information return (e.g., 1099-MISC; 1099-NEC; 1099-INT) with the IRS and, therefore, must obtain payees' correct names and associated TINs to do so. If a TIN is not provided, a payee may be subject to backup withholding – situations where the Judiciary must withhold a certain percentage to ensure the IRS receives any tax due on the payment.

Payments disbursed by the Treasury on the Judiciary's behalf must collect payee TINs to comply with the Treasury's TIN Policy.

Payee TINs, obtained through this form, may be used by the government to collect and report on any delinquent amounts arising out of the payee's relationship with the government.

****Vendor Type:** Select the option from the Vendor Type drop down menu that most accurately reflects current business operations or type of individual requiring a payment from the Judiciary.

The following are the available choices for this drop down menu:

- Billing/Accounts Receivable
- Business Entity
- Court Reporter
- Fed Pub Defender
- Intern
- Juror
- Other

Intern vendors, enter the effective end date only if intern vendor is selected in the Type of Vendor drop down.

Part 1, Line 1

Do not leave this line blank. Enter only one name for you or your entity. The name should match the name on your or your entity's U.S. tax return.

Name or Entity	Instructions
Individual	Enter the name shown on your U.S. tax return. If you have changed your last name without informing the Social Security Administration of the name change, enter your first name, the last name as shown on your social security card, and your new last name. For Individual Taxpayer Identification Number (ITIN) applicants, enter your name as it was entered on your IRS form W-7 application, line 1a.
Sole Proprietor or Single Member LLC	Enter the name shown on the IRS 1040/1040A/1040EZ. You may enter your business name or "doing business as" (DBA) name in Part 2, as applicable.
Partnership, LLCs, or Corporations (except Single-Member LLCs)	Enter entity name as shown on the entity's U.S. tax return in Part 1. You may enter your business name or "doing business as" (DBA) name in Part 2, as applicable.
Medical and Healthcare Providers	Enter the name shown on the IRS 1040/1040A/1040EZ. You may enter your business name or "doing business as" (DBA) name in Part 2, as applicable.
Other Entities (e.g., trusts, non-profit entities, government agencies)	Enter entity name as shown on the entity's U.S. tax return in Part 1. You may enter your business name or "doing business as" (DBA) name in Part 2, as applicable.

Part 1, Line 2

If this form is being completed so that a Treasury check may be issued payable to more than one person or entity, or if an EFT payment will be issued to an account owned jointly, enter in Part 1, Line 1 the name of the person or entity whose TIN you entered in Part 3. Additional names (e.g., "and" or "or") or additional information for U.S. Treasury check payments (e.g., "care of") must be entered in Part 1, Line 2.

If payments is to be made by...	Then, enter the following...
EFT to Payee 1 AND Payee 2, co-owners of a joint account	Payee 1's name in Part 1, Line 1; Payee 2's name in Part 1, Line 2; Payee 1's TIN in Part 3.
A Treasury check made payable to Payee 1, Payee 2, AND Payee 3	Payee 1's name in Part 1, Line 1; Payee 2's name AND Payee 3's name in Part 1, Line 2; Payee 1's TIN in Part 3.
A Treasury check made payable to Payee 1, Payee 2 OR Payee 3	Payee 1's name in Part 1, Line 1; Payee 2's name OR Payee 3's name in Part 1, Line 2; Payee 1's TIN in Part 3.
A Treasury check made payable to Payee 1, CARE OF (c/o) Power of Attorney	Payee 1's name in Part 1, Line 1; C/O Power of Attorney name in Part 1, Line 2; Payee 1's TIN in Part 3.

Part 2

If you have a business or DBA name, you may enter it in Part 2.

Part 3

Enter your or your entity's TIN in the appropriate box. The TIN must be the TIN associated with the one person or one entity listed in Part 1, Line 1. If you are a resident alien and you do not have – and are not eligible to get – an SSN, your TIN is your ITIN. Enter it in the social security number box. If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Part 4

If applicable, enter your 12 alpha-numeric SAM Unique Entity Identifier (SAM UEI).

Part 5

****U.S Tax Classification:** Select the appropriate box in Part 5 for the U.S. tax classification of the person or the entity's whose name is entered in Part 1.

The following are the available choices for this drop down menu:

- Attorney or Law Firm (including LLCs and corporations)
- C Corporation (non-health/medical care provider nor attorney/law firm)
- S Corporation (non-health/medical care provider nor attorney/law firm)
- Government Entity (fed, state, local)
- Individual
- LLC - C Corp (non-health/medical care provider nor attorney/law firm)
- LLC - S Corp (non-health/medical care provider nor attorney/law firm)
- LLC - Partnership (non-health/medical care provider nor attorney/law firm)
- Medical or Health Care Provider (including LLCs and Corporations)
- Non-Profit
- Partnership
- Single-member LLC
- Sole Proprietor
- Trust/Estate

Part 6

Enter your address (number, street, and apartment or suite number). This is where your paper Treasury check and any information returns (e.g., 1099-MISC; 1099-NEC; 1099-INT), if applicable, will be mailed.

A point-of-contact (POC), email, and phone number may be entered, if desired. A POC must be entered should the POC differ from the entity or individual in Part 1, Line 1.

Part 7

If you have an additional address other than the address provided in Part 6, such as a physical address different from the mailing address for payment and information returns, you may enter it here.

Part 8

The Routing Number must be nine digits. If you are unsure of your banking information, consult your financial institution.

****Account Type:** You must identify your account as either checking or savings to ensure our payment is accepted by your financial institution.

The following are the available choices for this drop down menu:

- Checking
- Savings

Part 9

You must cross out item 2 if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

For item 3, you are considered a U.S. person, for federal tax purposes, if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in, or under the laws of, the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in 26 CFR 301.7701-7).

For a joint account EFT payment or a joint payment by a Treasury check, only the person whose TIN is shown in Part 3 should sign.

<p align="center">"REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor</p>	<p align="center">U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210</p>
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<p>Daniel W. Simms Director</p>	<p>Division of Wage Determinations</p>	<p>Wage Determination No.: 2015-5637 Revision No.: 23 Date Of Last Revision: 12/27/2022</p>
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Note: Contracts subject to the Service Contract Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658.

<p>If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:</p>	<p>Executive Order 14026 generally applies to the contract. The contractor must pay all covered workers at least \$16.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2023.</p>
<p>If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:</p>	<p>Executive Order 13658 generally applies to the contract. The contractor must pay all covered workers at least \$12.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2023.</p>

The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the Executive Orders is available at www.dol.gov/whd/govcontracts.

State: California

Area: California Counties of San Francisco, San Mateo

OCCUPATION NOTE:

Janitor: The rate listed on this WD for the ""Janitor"" occupation applies only to San Mateo county. Please refer to WD 1974-1257 to obtain the wage rate and fringe benefits applicable to the ""Janitor"" occupation in San Francisco County.

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		21.90
01012 - Accounting Clerk II		24.57
01013 - Accounting Clerk III		27.49
01020 - Administrative Assistant		40.02
01035 - Court Reporter		54.43
01041 - Customer Service Representative I		19.98
01042 - Customer Service Representative II		21.80

01043 - Customer Service Representative III	24.47
01051 - Data Entry Operator I	18.90
01052 - Data Entry Operator II	20.62
01060 - Dispatcher, Motor Vehicle	29.13
01070 - Document Preparation Clerk	18.35
01090 - Duplicating Machine Operator	18.35
01111 - General Clerk I	18.33
01112 - General Clerk II	20.00
01113 - General Clerk III	22.47
01120 - Housing Referral Assistant	28.83
01141 - Messenger Courier	20.40
01191 - Order Clerk I	20.03
01192 - Order Clerk II	21.85
01261 - Personnel Assistant (Employment) I	21.28
01262 - Personnel Assistant (Employment) II	23.79
01263 - Personnel Assistant (Employment) III	26.52
01270 - Production Control Clerk	30.22
01290 - Rental Clerk	19.43
01300 - Scheduler, Maintenance	23.30
01311 - Secretary I	23.30
01312 - Secretary II	25.86
01313 - Secretary III	28.83
01320 - Service Order Dispatcher	28.67
01410 - Supply Technician	40.02
01420 - Survey Worker	27.28
01460 - Switchboard Operator/Receptionist	20.91
01531 - Travel Clerk I	22.18
01532 - Travel Clerk II	24.15
01533 - Travel Clerk III	26.16
01611 - Word Processor I	25.85
01612 - Word Processor II	29.02
01613 - Word Processor III	32.47
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	29.70
05010 - Automotive Electrician	27.67
05040 - Automotive Glass Installer	26.18
05070 - Automotive Worker	26.18
05110 - Mobile Equipment Servicer	23.08
05130 - Motor Equipment Metal Mechanic	29.18
05160 - Motor Equipment Metal Worker	26.18
05190 - Motor Vehicle Mechanic	29.18
05220 - Motor Vehicle Mechanic Helper	21.33
05250 - Motor Vehicle Upholstery Worker	24.68
05280 - Motor Vehicle Wrecker	26.18
05310 - Painter, Automotive	27.67
05340 - Radiator Repair Specialist	26.18
05370 - Tire Repairer	19.95
05400 - Transmission Repair Specialist	29.18
07000 - Food Preparation And Service Occupations	
07010 - Baker	18.82
07041 - Cook I	21.70
07042 - Cook II	24.62
07070 - Dishwasher	17.57
07130 - Food Service Worker	18.05
07210 - Meat Cutter	21.34
07260 - Waiter/Waitress	16.86
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	25.75
09040 - Furniture Handler	16.69
09080 - Furniture Refinisher	24.00
09090 - Furniture Refinisher Helper	19.60
09110 - Furniture Repairer, Minor	21.31
09130 - Upholsterer	23.25
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	17.26

11060 - Elevator Operator	17.26
11090 - Gardener	28.06
11122 - Housekeeping Aide	18.36
11150 - Janitor	18.36
11210 - Laborer, Grounds Maintenance	21.59
11240 - Maid or Houseman	20.38
11260 - Pruner	19.43
11270 - Tractor Operator	25.94
11330 - Trail Maintenance Worker	21.59
11360 - Window Cleaner	20.41
12000 - Health Occupations	
12010 - Ambulance Driver	24.06
12011 - Breath Alcohol Technician	32.03
12012 - Certified Occupational Therapist Assistant	41.39
12015 - Certified Physical Therapist Assistant	37.13
12020 - Dental Assistant	26.98
12025 - Dental Hygienist	60.38
12030 - EKG Technician	40.40
12035 - Electroneurodiagnostic Technologist	40.40
12040 - Emergency Medical Technician	24.06
12071 - Licensed Practical Nurse I	28.63
12072 - Licensed Practical Nurse II	32.03
12073 - Licensed Practical Nurse III	35.71
12100 - Medical Assistant	26.75
12130 - Medical Laboratory Technician	36.96
12160 - Medical Record Clerk	26.41
12190 - Medical Record Technician	29.55
12195 - Medical Transcriptionist	27.36
12210 - Nuclear Medicine Technologist	72.75
12221 - Nursing Assistant I	16.15***
12222 - Nursing Assistant II	18.16
12223 - Nursing Assistant III	19.81
12224 - Nursing Assistant IV	22.24
12235 - Optical Dispenser	28.22
12236 - Optical Technician	26.64
12250 - Pharmacy Technician	26.89
12280 - Phlebotomist	26.78
12305 - Radiologic Technologist	58.76
12311 - Registered Nurse I	43.85
12312 - Registered Nurse II	53.66
12313 - Registered Nurse II, Specialist	53.66
12314 - Registered Nurse III	64.90
12315 - Registered Nurse III, Anesthetist	64.90
12316 - Registered Nurse IV	77.80
12317 - Scheduler (Drug and Alcohol Testing)	39.68
12320 - Substance Abuse Treatment Counselor	27.69
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	25.70
13012 - Exhibits Specialist II	31.84
13013 - Exhibits Specialist III	38.94
13041 - Illustrator I	29.12
13042 - Illustrator II	36.07
13043 - Illustrator III	44.12
13047 - Librarian	41.29
13050 - Library Aide/Clerk	24.51
13054 - Library Information Technology Systems Administrator	37.28
13058 - Library Technician	28.80
13061 - Media Specialist I	26.90
13062 - Media Specialist II	30.10
13063 - Media Specialist III	33.54
13071 - Photographer I	22.43
13072 - Photographer II	25.09
13073 - Photographer III	31.05
13074 - Photographer IV	38.02

13075 - Photographer V	45.99
13090 - Technical Order Library Clerk	26.99
13110 - Video Teleconference Technician	29.91
14000 - Information Technology Occupations	
14041 - Computer Operator I	24.37
14042 - Computer Operator II	27.27
14043 - Computer Operator III	30.40
14044 - Computer Operator IV	33.78
14045 - Computer Operator V	37.41
14071 - Computer Programmer I	(see 2)
14072 - Computer Programmer II	(see 2)
14073 - Computer Programmer III	(see 2)
14074 - Computer Programmer IV	(see 2)
14101 - Computer Systems Analyst I	(see 2)
14102 - Computer Systems Analyst II	(see 2)
14103 - Computer Systems Analyst III	(see 2)
14150 - Peripheral Equipment Operator	24.37
14160 - Personal Computer Support Technician	33.78
14170 - System Support Specialist	41.30
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	42.23
15020 - Aircrew Training Devices Instructor (Rated)	51.08
15030 - Air Crew Training Devices Instructor (Pilot)	61.24
15050 - Computer Based Training Specialist / Instructor	42.23
15060 - Educational Technologist	36.05
15070 - Flight Instructor (Pilot)	61.24
15080 - Graphic Artist	37.58
15085 - Maintenance Test Pilot, Fixed, Jet/Prop	61.24
15086 - Maintenance Test Pilot, Rotary Wing	61.24
15088 - Non-Maintenance Test/Co-Pilot	61.24
15090 - Technical Instructor	33.03
15095 - Technical Instructor/Course Developer	40.40
15110 - Test Proctor	26.67
15120 - Tutor	26.67
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	19.34
16030 - Counter Attendant	19.34
16040 - Dry Cleaner	22.10
16070 - Finisher, Flatwork, Machine	19.34
16090 - Presser, Hand	19.34
16110 - Presser, Machine, Drycleaning	19.34
16130 - Presser, Machine, Shirts	19.34
16160 - Presser, Machine, Wearing Apparel, Laundry	19.34
16190 - Sewing Machine Operator	23.02
16220 - Tailor	23.94
16250 - Washer, Machine	20.26
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	30.23
19040 - Tool And Die Maker	36.29
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	22.53
21030 - Material Coordinator	30.22
21040 - Material Expediter	30.22
21050 - Material Handling Laborer	20.70
21071 - Order Filler	18.43
21080 - Production Line Worker (Food Processing)	22.53
21110 - Shipping Packer	21.34
21130 - Shipping/Receiving Clerk	21.34
21140 - Store Worker I	18.42
21150 - Stock Clerk	24.02
21210 - Tools And Parts Attendant	22.53
21410 - Warehouse Specialist	22.53
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	41.22
23019 - Aircraft Logs and Records Technician	33.18

23021 - Aircraft Mechanic I	39.23
23022 - Aircraft Mechanic II	41.22
23023 - Aircraft Mechanic III	42.97
23040 - Aircraft Mechanic Helper	28.67
23050 - Aircraft, Painter	37.20
23060 - Aircraft Servicer	33.18
23070 - Aircraft Survival Flight Equipment Technician	37.20
23080 - Aircraft Worker	35.21
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	35.21
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	39.23
23110 - Appliance Mechanic	28.11
23120 - Bicycle Repairer	22.47
23125 - Cable Splicer	47.86
23130 - Carpenter, Maintenance	36.14
23140 - Carpet Layer	31.96
23160 - Electrician, Maintenance	50.38
23181 - Electronics Technician Maintenance I	34.76
23182 - Electronics Technician Maintenance II	36.73
23183 - Electronics Technician Maintenance III	38.72
23260 - Fabric Worker	32.19
23290 - Fire Alarm System Mechanic	29.18
23310 - Fire Extinguisher Repairer	30.21
23311 - Fuel Distribution System Mechanic	37.74
23312 - Fuel Distribution System Operator	29.85
23370 - General Maintenance Worker	27.07
23380 - Ground Support Equipment Mechanic	39.23
23381 - Ground Support Equipment Servicer	33.18
23382 - Ground Support Equipment Worker	35.21
23391 - Gunsmith I	30.21
23392 - Gunsmith II	34.28
23393 - Gunsmith III	38.19
23410 - Heating, Ventilation And Air-Conditioning Mechanic	34.00
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	35.73
23430 - Heavy Equipment Mechanic	36.73
23440 - Heavy Equipment Operator	46.65
23460 - Instrument Mechanic	41.91
23465 - Laboratory/Shelter Mechanic	36.22
23470 - Laborer	20.70
23510 - Locksmith	27.98
23530 - Machinery Maintenance Mechanic	37.64
23550 - Machinist, Maintenance	29.58
23580 - Maintenance Trades Helper	20.56
23591 - Metrology Technician I	41.91
23592 - Metrology Technician II	44.04
23593 - Metrology Technician III	45.91
23640 - Millwright	45.53
23710 - Office Appliance Repairer	25.39
23760 - Painter, Maintenance	30.71
23790 - Pipefitter, Maintenance	41.14
23810 - Plumber, Maintenance	39.02
23820 - Pneudraulic Systems Mechanic	38.19
23850 - Rigger	35.44
23870 - Scale Mechanic	34.28
23890 - Sheet-Metal Worker, Maintenance	36.39
23910 - Small Engine Mechanic	25.63
23931 - Telecommunications Mechanic I	36.29
23932 - Telecommunications Mechanic II	38.15
23950 - Telephone Lineman	39.19
23960 - Welder, Combination, Maintenance	32.75
23965 - Well Driller	33.43
23970 - Woodcraft Worker	38.19

23980 - Woodworker	30.21
24000 - Personal Needs Occupations	
24550 - Case Manager	22.64
24570 - Child Care Attendant	17.96
24580 - Child Care Center Clerk	22.38
24610 - Chore Aide	16.73
24620 - Family Readiness And Support Services Coordinator	22.64
24630 - Homemaker	22.64
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	50.98
25040 - Sewage Plant Operator	49.65
25070 - Stationary Engineer	50.98
25190 - Ventilation Equipment Tender	37.27
25210 - Water Treatment Plant Operator	49.65
27000 - Protective Service Occupations	
27004 - Alarm Monitor	46.31
27007 - Baggage Inspector	19.32
27008 - Corrections Officer	44.13
27010 - Court Security Officer	46.28
27030 - Detection Dog Handler	25.35
27040 - Detention Officer	44.13
27070 - Firefighter	51.38
27101 - Guard I	19.32
27102 - Guard II	25.35
27131 - Police Officer I	54.20
27132 - Police Officer II	60.24
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	21.88
28042 - Carnival Equipment Repairer	23.67
28043 - Carnival Worker	16.39
28210 - Gate Attendant/Gate Tender	21.94
28310 - Lifeguard	16.34
28350 - Park Attendant (Aide)	24.54
28510 - Recreation Aide/Health Facility Attendant	17.91
28515 - Recreation Specialist	30.40
28630 - Sports Official	19.54
28690 - Swimming Pool Operator	26.86
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	42.43
29020 - Hatch Tender	42.43
29030 - Line Handler	42.43
29041 - Stevedore I	39.97
29042 - Stevedore II	44.83
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 3)	50.68
30011 - Air Traffic Control Specialist, Station (HFO) (see 3)	34.95
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 3)	38.49
30021 - Archeological Technician I	24.86
30022 - Archeological Technician II	27.80
30023 - Archeological Technician III	34.44
30030 - Cartographic Technician	34.44
30040 - Civil Engineering Technician	43.55
30051 - Cryogenic Technician I	36.11
30052 - Cryogenic Technician II	39.89
30061 - Drafter/CAD Operator I	24.86
30062 - Drafter/CAD Operator II	27.80
30063 - Drafter/CAD Operator III	30.99
30064 - Drafter/CAD Operator IV	38.15
30081 - Engineering Technician I	18.90
30082 - Engineering Technician II	21.22
30083 - Engineering Technician III	23.73
30084 - Engineering Technician IV	29.40
30085 - Engineering Technician V	35.98
30086 - Engineering Technician VI	43.51

30090 - Environmental Technician	31.23
30095 - Evidence Control Specialist	32.62
30210 - Laboratory Technician	28.01
30221 - Latent Fingerprint Technician I	45.41
30222 - Latent Fingerprint Technician II	50.16
30240 - Mathematical Technician	43.43
30361 - Paralegal/Legal Assistant I	23.52
30362 - Paralegal/Legal Assistant II	29.13
30363 - Paralegal/Legal Assistant III	35.65
30364 - Paralegal/Legal Assistant IV	43.11
30375 - Petroleum Supply Specialist	39.89
30390 - Photo-Optics Technician	35.89
30395 - Radiation Control Technician	39.89
30461 - Technical Writer I	35.93
30462 - Technical Writer II	43.96
30463 - Technical Writer III	53.16
30491 - Unexploded Ordnance (UXO) Technician I	32.21
30492 - Unexploded Ordnance (UXO) Technician II	38.97
30493 - Unexploded Ordnance (UXO) Technician III	46.71
30494 - Unexploded (UXO) Safety Escort	32.21
30495 - Unexploded (UXO) Sweep Personnel	32.21
30501 - Weather Forecaster I	36.54
30502 - Weather Forecaster II	44.45
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 3) 30.99
30621 - Weather Observer, Senior	(see 3) 33.00
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	38.97
31020 - Bus Aide	22.20
31030 - Bus Driver	30.85
31043 - Driver Courier	21.54
31260 - Parking and Lot Attendant	16.88
31290 - Shuttle Bus Driver	21.19
31310 - Taxi Driver	19.72
31361 - Truckdriver, Light	23.31
31362 - Truckdriver, Medium	24.97
31363 - Truckdriver, Heavy	28.46
31364 - Truckdriver, Tractor-Trailer	28.46
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	19.00
99030 - Cashier	17.02
99050 - Desk Clerk	19.60
99095 - Embalmer	30.14
99130 - Flight Follower	32.21
99251 - Laboratory Animal Caretaker I	20.47
99252 - Laboratory Animal Caretaker II	22.14
99260 - Marketing Analyst	46.56
99310 - Mortician	29.47
99410 - Pest Controller	24.35
99510 - Photofinishing Worker	23.56
99710 - Recycling Laborer	35.32
99711 - Recycling Specialist	41.97
99730 - Refuse Collector	31.79
99810 - Sales Clerk	17.34
99820 - School Crossing Guard	21.25
99830 - Survey Party Chief	55.55
99831 - Surveying Aide	32.11
99832 - Surveying Technician	37.88
99840 - Vending Machine Attendant	18.66
99841 - Vending Machine Repairer	22.07
99842 - Vending Machine Repairer Helper	18.66

***Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$16.20 per hour) or 13658 (\$12.15 per hour). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 and 13658 are not currently being enforced as to contracts or contract-like instruments entered into with the federal government in connection with seasonal recreational services or seasonal recreational equipment rental for the general public on federal lands.

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.80 per hour, up to 40 hours per week, or \$192.00 per week or \$832.00 per month

HEALTH & WELFARE EO 13706: \$4.41 per hour, up to 40 hours per week, or \$176.40 per week, or \$764.40 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 12 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) JANITOR: The rate listed on this WD for the "Janitor" occupation applies only to Marin and San Mateo counties. Please refer to WD 1974-1257 to obtain the wage rate and fringe benefits applicable to the "Janitor" occupation in San Francisco County.

2) COMPUTER EMPLOYEES: This wage determination does not apply to any individual employed in a bona fide executive, administrative, or professional capacity, as defined in 29 C.F.R. Part 541. (See 41 C.F.R. 6701(3)). Because most Computer Systems Analysts and Computer Programmers who are paid at least \$27.63 per hour (or at least \$684 per week if paid on a salary or fee basis) likely qualify as exempt computer professionals under 29 U.S.C. 213(a)(1) and 29 U.S.C. 213(a)(17), this wage determination may not include wage rates for all occupations within those job

families. In such instances, a conformance will be necessary if there are nonexempt employees in these job families working on the contract.

Job titles vary widely and change quickly in the computer industry, and are not determinative of whether an employee is an exempt computer professional. To be exempt, computer employees who satisfy the compensation requirements must also have a primary duty that consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

Any computer employee who meets the applicable compensation requirements and the above duties test qualifies as an exempt computer professional under both section 13(a)(1) and section 13(a)(17) of the Fair Labor Standards Act. (Field Assistance Bulletin No. 2006-3 (Dec. 14, 2006)). Accordingly, this wage determination will not apply to any exempt computer employee regardless of which of these two exemptions is utilized.

3) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder.

All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract

(either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS ****

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

**** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) ****

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."

TRANSCRIPT REPORT OF ORDERS RECEIVED

The contractor must submit the following information by the 15th of every month during the services period.

ORIGINALS

Quantity of Services Ordered	Service Type	Number of pages	Rate/Unit	\$ Total Per Service
	Ordinary			
	14-Day			
	Expedited (7-day)			
	3-day			
	Daily			
	Hourly			

COPIES

Quantity of Services Ordered	Service Type	Number of pages	Rate/Unit	\$ Total Per Service
	Ordinary			
	14-Day			
	Expedited (7-day)			
	3-day			
	Daily			
	Hourly			

Did you apply for jobs this month? If yes, how many?

How many jobs received?

NAME: _____

SIGNATURE: _____

DATE: _____